State of Illinois
Department of Healthcare and Family Services

# DISPOSAL OF DOCUMENTS WITH CONFIDENTIAL AND/OR PERSONAL INFORMATION

Healthcare and Family Services (HFS) is committed to ensuring proper disposal of documents that contain confidential or personal identification information of all parties this agency represents. Improper disposal of these items can result in serious problems for someone whose information is improperly released (identity theft) as well as for the Department. It is crucial that the public view HFS as a reliable and safe place to share their personal identification information.

The Department has placed Secured Document Destruction Bins throughout many offices. If a Secured Document Destruction Bin is not available, all offices have shredders for proper document disposal. Documents containing the following information are required to be disposed of in a Secured Document Destruction Bin or disposed of by shredding:

Social Security Numbers
Medical Related Information
Employer Identification Numbers
Provider Numbers
Financial Information (personal or department)
Program Case Information (for any service)
Any Other Personal Health Information
Dates of Birth
Home Addresses
Personal Telephone Numbers

I, _____ understand that when I am employed by Healthcare and Family Services, I will be required to properly dispose of documents containing confidential or personal identification information in accordance with posted rules in the Employee Handbook, Section 615.1, Confidentiality of Department Information.

Violation of this policy may result in disciplinary action up to and including discharge.

_____
Print Name

_____
Signature

_____
Date

**E-mail:** hfswebmaster@illinois.gov **Internet:** http://www.hfs.illinois.gov

Print Form